
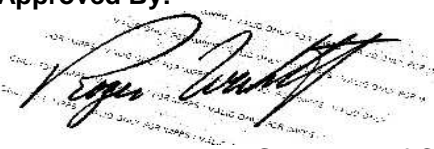



# KANSAS DEPARTMENT OF CORRECTIONS

	<b>INTERNAL MANAGEMENT POLICY AND PROCEDURE</b>	<b>SECTION NUMBER</b>  11-124	<b>PAGE NUMBER</b>  1 of 3
	<b>SUBJECT:</b>  <b>DECISION MAKING: Job Performance Information for Offenders</b>		
<b>Approved By:</b>  <b>Secretary of Corrections</b>		<b>Original Date Issued:</b> 07-24-09 <b>Current Amendment Effective:</b> <b>Replaces Amendment Issued:</b>	
<b>Reissued By:</b>  <b>Policy &amp; Procedure Coordinator</b>		The substantive content of this IMPP has been reissued as per the appropriate provisions of IMPP 01-101. The only modifications within the reissue of this document concern technical revisions of a non substantive nature. <b>Date Reissued:</b> 08-12-11	

## POLICY

Consistent with the principles of risk reduction, and as part of the department's ongoing effort to increase the job readiness of offenders, and their ability to obtain and sustain employment upon return to the community, it shall be the policy of the department for staff, including state and contract, partners such as private industry or employers hiring offenders in work release, and volunteers who provide volunteer services that include supervising offenders in any job, to provide job performance information on offenders they supervise in jobs held by offenders during incarceration. Procedures and a standard form for providing job performance information are set out in this policy. It shall not be considered an act of undue familiarity, as defined by IMPP 2-118, for any employee, contractor, partner or volunteer working with offenders under the supervision of the department to provide job performance information for offenders, when they have had sufficient time to observe the offender's performance.

Copies of any job performance information provided regarding an offender shall be made a part of the offender's master file, and shall be included in and made available to the offender as part of the offender's release papers, at the time of release.

## DEFINITIONS

**Job Performance Information:** A summary of the job held, dates held, duties performed, skills demonstrated, strengths, and areas for future development, based upon observed job performance for a period of time, generally of 6 months or longer, of at least 20 hours per week, sufficient to have adequate information to assess job performance.

**Offender:** Persons who are currently under the authority of the correctional system or have been under the authority of correctional systems in the past. This includes persons incarcerated with the Kansas Department of Correction and persons on pre and post incarceration status.

**OWDS (Offender Workforce Development Specialist):** Practitioners who have completed Offender Workforce Development Specialist training who deliver offender workforce development services to the offender population.

**Private Industry:** The term used to refer generally and collectively to private prison based and private non-prison based employment.

**Risk Reduction:** Decreasing that likelihood of further risk behavior through evidence-based practices.

**Staff:** Professionals employed by the Kansas Department of Corrections to include people honoring a contractual relationship with the Kansas Department of Corrections who work with the offender population.

**Volunteer:** Any person (including an intern) who, through his/her own initiative, provides a service to a facility or field services and has completed orientation and basic volunteer training program.

Work Release: Any of the Department's work release programs as authorized by KSA 75-5267 and governed by KSA 75-5268, applicable Internal Management Policies and Procedures, and facility general orders as approved by the Secretary of Corrections or designee. Work release programs assist inmates in community reintegration by allowing them to leave confinement and work in the community under general supervision and structure.

## **PROCEDURES**

### **I. When it is appropriate to provide job performance information**

- A. Any staff of the department, staff of a contractor to the department, private industry partner, employer hiring offenders placed in work release with the department, or volunteer, shall be eligible to provide job performance information regarding an offender under the supervision of the department.
- B. It is appropriate to provide job performance information regarding any offender who he or she observed for a period of time sufficient to have adequate information to assess job performance. Generally, the observation period shall be 6 months or longer, at the rate of 20 hours per week or more. An exception is allowed for good cause, provided the circumstances allow for adequate information to assess performance.
- C. Job performance information shall be provided for the purpose of giving the offender an objective and informative record of his or her work done during incarceration, so the offender can use this information in his or her job search upon entering work release or upon release to the community.
- D. If any employer receives the job performance information provided pursuant to this policy, the individual providing the job performance information shall make him or herself reasonably available to respond to inquiries by mail or phone from potential employers.
- E. No confidential information about the offender's treatment or health care shall be included in any job performance information.
- F. Job performance information shall not be given or withheld for any personal or inappropriate reason on the part of the person providing the information.

### **II. How to provide job performance information**

- A. Job performance information shall be provided by completing the Job Performance Information form at Attachment A.
- B. The completed Job Performance Information form shall be provided to the offender's counselor upon completion.
- C. The completed Job Performance Information form shall be made a part of the offender's master file.
- D. The offender shall be provided a copy of the completed Job Performance Information either at the point he or she enters work release, and begins job searching, or upon his or her release to the community, as part of his or her release papers.
- E. The person completing the Job Performance Information form shall have access to the retained copy if necessary to respond to follow up inquiries by potential employers.

### **III. Other issues**

- A. As soon as possible, the Job Performance Information form shall be made available electronically in TOADS, so that the completed form is available to case managers and others working with the offender.
- B. Detail supervisors are encouraged to contact job specialists, risk reduction staff, or staff or volunteers who are delivering OWDS services and job readiness classes, to receive information about evidence based practices related to offender job readiness and risk reduction, to enhance the detail supervisor's ability to provide job performance information relevant to employers and offender job search efforts.

- C. Staff delivering OWDS services shall provide information, informally or through formal training, to detail supervisors, to support their ability to provide job performance information relevant to employers and offender job search efforts.

**NOTE:** The policy and procedures set forth herein are intended to establish directives and guidelines for staff and offenders and those entities that are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or offenders, or an independent duty owed by the Department of Corrections to employees, offenders, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a Departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the state of Kansas. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

#### **REPORTS REQUIRED**

None.

#### **REFERENCES**

#### **ATTACHMENTS**

Attachment A – Job Performance Information form

**KANSAS DEPARTMENT OF CORRECTIONS  
JOB PERFORMANCE INFORMATION**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Job Held: \_\_\_\_\_ Dates Held: \_\_\_\_\_ to \_\_\_\_\_

Main duties performed:

Skills demonstrated:

Strengths as an employee:

Areas to develop for future:

For more information contact:

Name of person providing information: \_\_\_\_\_

Title/Position of person providing information: \_\_\_\_\_

Mailing address of person providing information:

\_\_\_\_\_

Phone of person providing information: \_\_\_\_\_